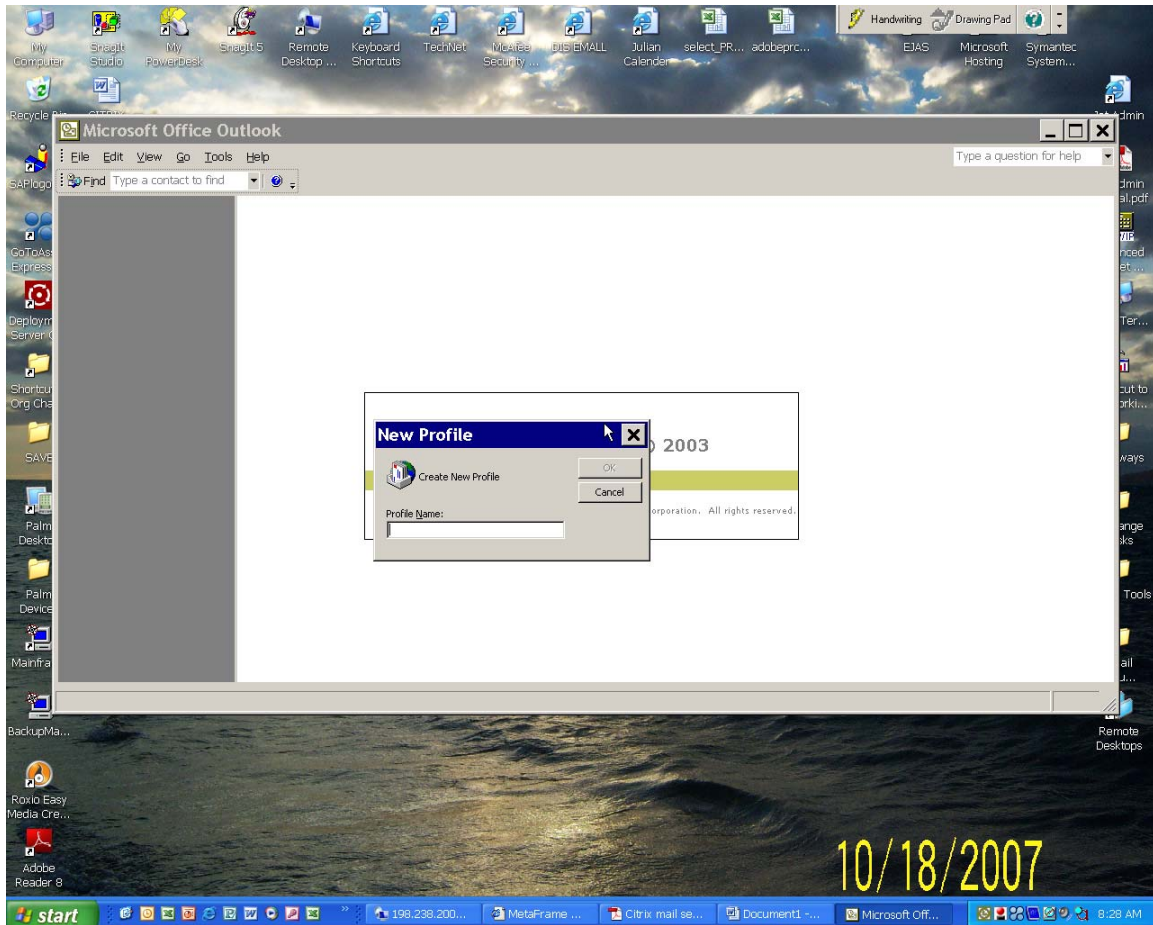
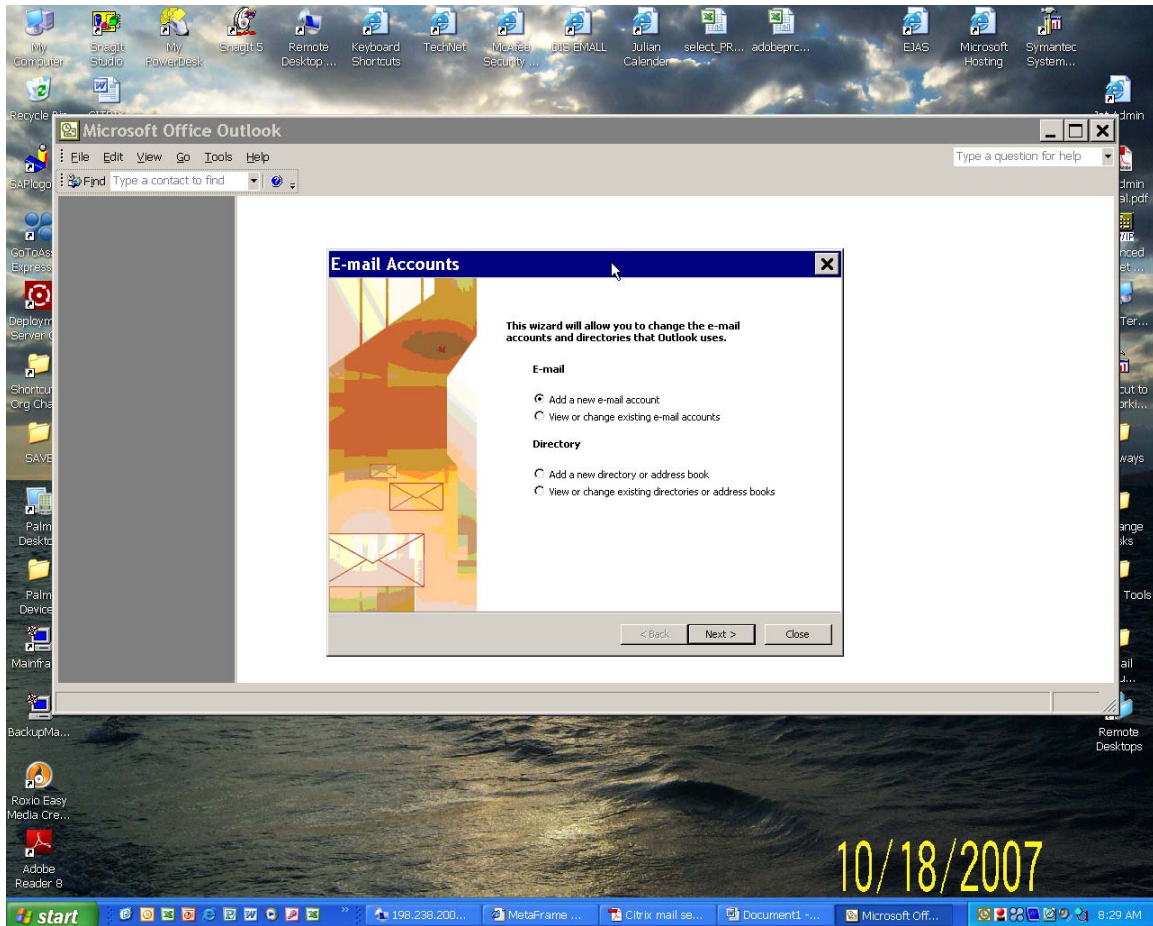


When you first launch Microsoft Outlook through Citrix, you will get the following pop-ups that require your input for completion.

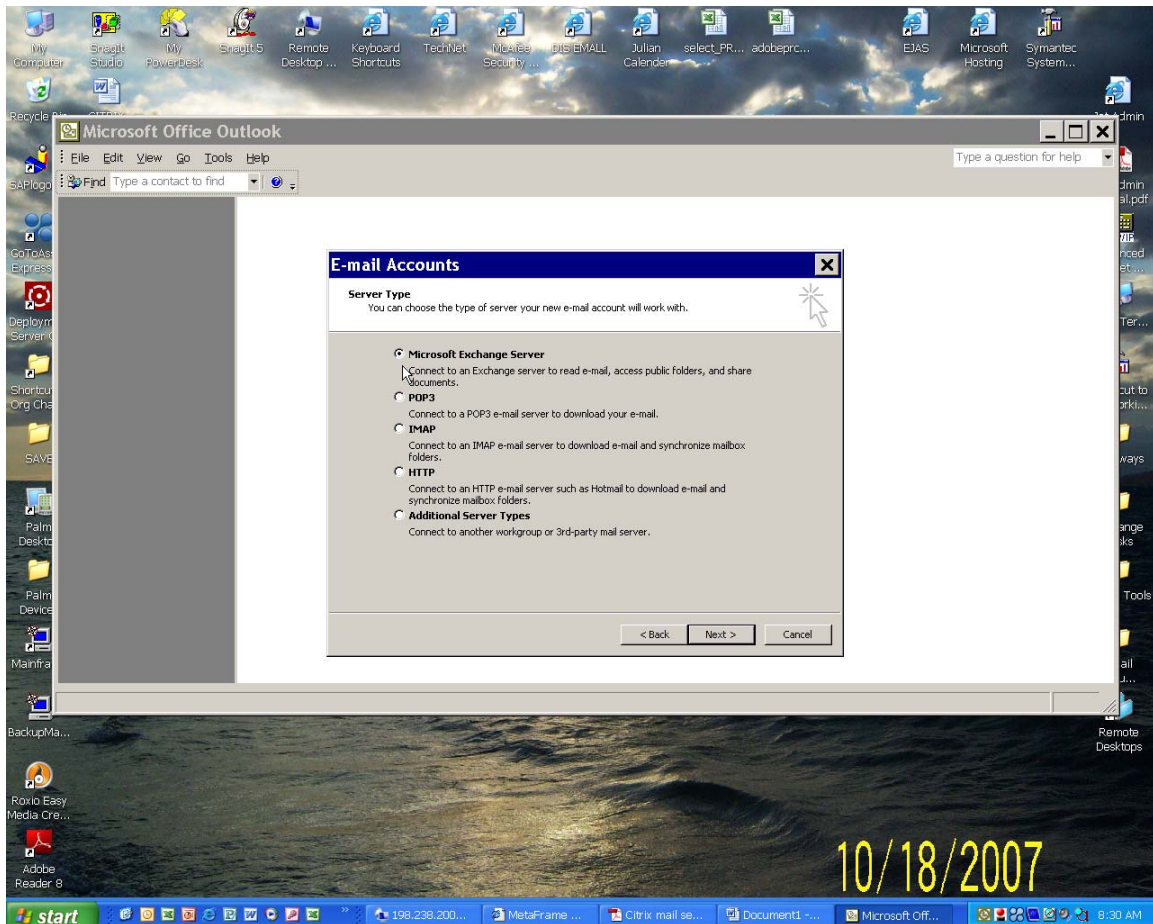


In the first pop-up, enter your Name and click on OK

The next pop-up, select Add a New Email Account, then click on Next.



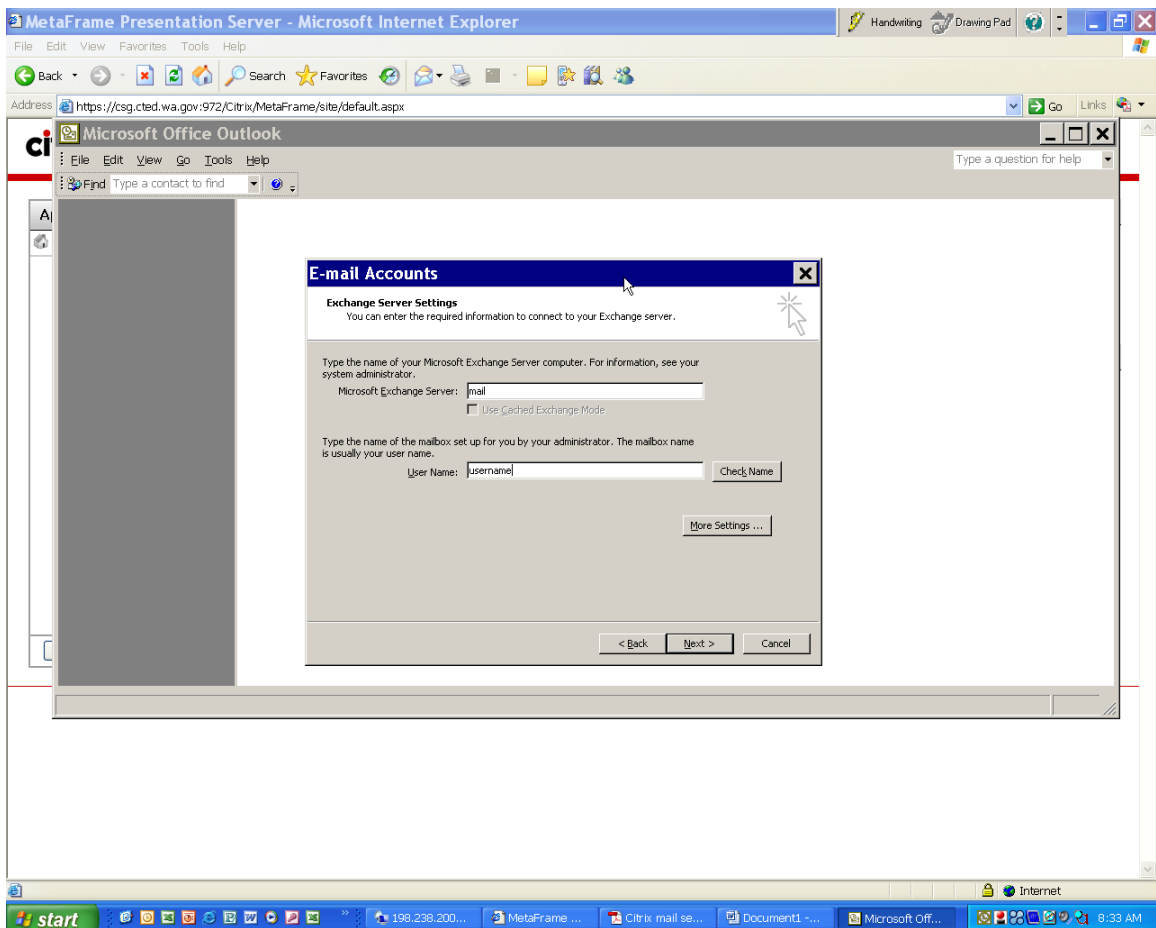
The next pop-up will ask for the type of email account, select Microsoft Exchange Server and click on Next



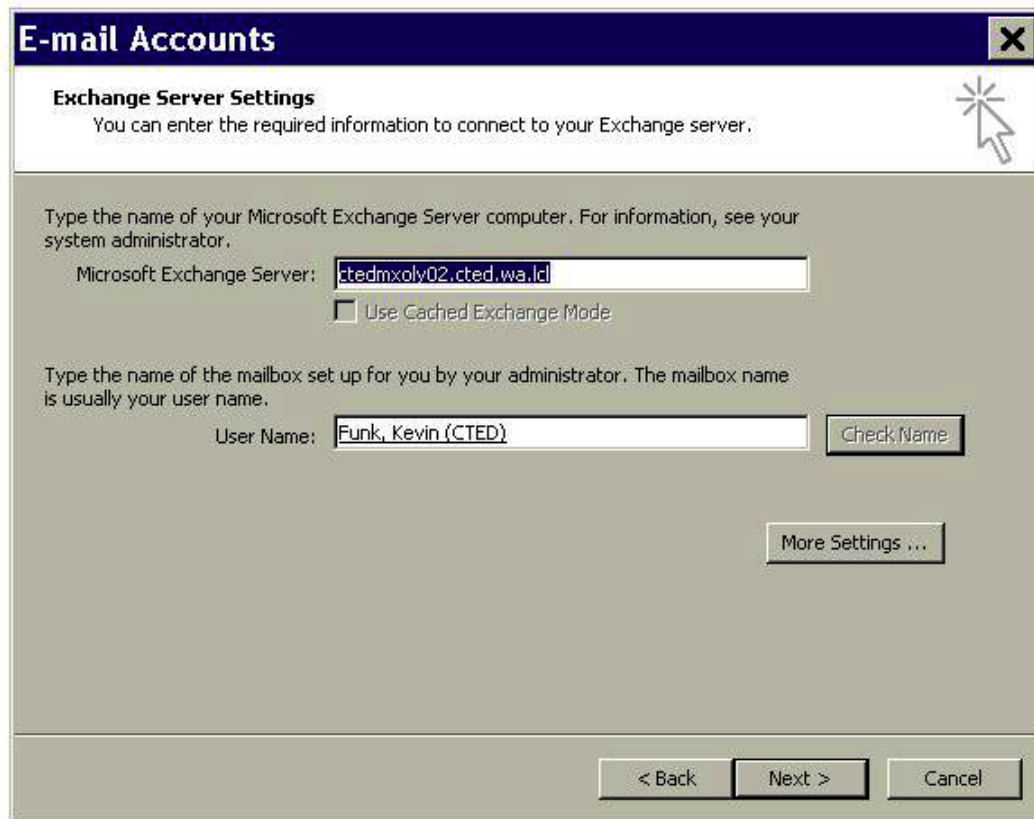
On the next pop up, enter the following in the appropriate field;
Microsoft Exchange Server: mail

Enter your network login ID for your user name: For Example:
JohnD

Click on the Check Name button, and the system will 'resolve'
your name. If another person on the State Government Network
that we are connected with has the same ID, you will receive a
pop-up to select the appropriate account.



When your name is resolved, you should see something similar to the following pop-up.



E-mail Accounts [X]

Exchange Server Settings
You can enter the required information to connect to your Exchange server.

Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.

Microsoft Exchange Server:

☐ Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

Click on Next

The pop-up is a summary. Click on Finish and your Outlook will launch.

